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DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

29 MAY 1998

EXECUTIVE SUMMARY/COVER BRIEF

MEMORANDUM FOR THE DEPUTY SECRETARY OF DEFENSE

FROM: D. O. Cooke, Director of Administration & Management
Prepared by: (b)(6)

D. O. Cooke

SUBJECT: Official Representation Funds (ORFs)

PURPOSE: ACTION: To request approval of \$51,950.00 in ORFs to support the Joint Civilian Orientation Conference 61 (JCOC 61), to take place during the period 20-28 June 1998. The official attendees include 30 DoD personnel (guests at the various sites to be visited), 13 DoD staff members, and approximately 60 non-DoD for a total of 102. An "EXCEPTION TO POLICY" has been requested to cover local staff per diem and lodging costs during the Arlington portion of JCOC. (See TAB 2). Mr. Douglas B. Wilson, the Acting Principal Deputy ASD for Public Affairs is available to discuss those issues, (b)(6)

DISCUSSION: The JCOC is hosted by the SECDEF for selected U.S. civic leaders under the provisions of A.I. No. 48. The private participants pay a pro-rata share of conference expenses. The official party will visit various military sites throughout the U.S. after attending a SECDEF hosted welcome dinner. The ASD(PA) is the designated Executive Agent for this conference, and will require funds A.S.A.P. At TAB 1 is the request memorandum (which includes the cost estimates) from the ASD(PA); at TAB 2 is a memo from the Director, Budget and Finance, WHS addressing ORF and O&M support issues for JCOC; and at TAB 3 is the official party list. This event will set a precedent for using ORFs to subsidize the JCOC because of rising support expenses.

RECOMMENDATION

That you approve \$51,950.00 of ORFs to cover this conference, and that an EXCEPTION TO POLICY for local travel be granted.

Attachments
As Stated

General Counsel:

Jim 6/3/98
coordination
no legal objection

DEPSECDEF DECISION

Approved

Disapproved

Other: _____

